

*** DRAFT ***

Downtown Providence District Management Authority

Board of Directors Meeting Minutes

Thursday, November 18, 2010 - 8:30 a.m.

1. Roll Call

Chairman Gagliardi called the meeting to order at 8:35 a.m.

Directors present: Joseph DiBattista, Robert Gagliardi, Evan Granoff, Susan LaPidus, Richard Lappin and John MacIver.

Ex-Officio Members present: Lisa Paratore.

Others present: Dan Baudouin, Executive Director of The Providence Foundation; Joelle Kanter, Program Manager of The Providence Foundation; Frank LaTorre, DID Director of Public Space; Frank Zammarelli, Operations Manager of Block By Block, Robin Remy, Accounting Manager of DID, and Charles Sivo, Resident Engineer with RI Department of Transportation.

Frank LaTorre introduced Charles Sivo, Resident Engineer for the Phase II sidewalk project.

2. City of Providence Update

Charles Sivo reported on the status of the RIDOT concrete sidewalk

reconstruction project. At the time of this meeting, concrete had been poured and the contractor was waiting for steel to complete the vault work at 100 Washington Street. Work will resume in Spring 2011 and is expected to be complete by September 2011. Mr. Sivo provided a written report detailing Contractors' responsibilities, project status, and project delays.

3. Approval of the minutes for the October 21, 2010 meeting

Director Macliver motioned to approve the minutes from the October 21, 2010 Board meeting. Director DiBattista seconded the motion, and a roll call vote was held as follows:

Director DiBattista yes

Director Gagliardi yes

Director Granoff yes

Director LaPidus yes

Director Lappin yes

Director Macliver yes

Therefore the motion passed.

4. Financial Report

Monthly Financial Reports

Dan Baudouin presented the financials for October 2010. The Statement of Financial Position shows the DID to be in a comfortable cash position with strong net assets and reserves.

The Statement of Operations shows that the DID has been on target with the overall budget.

Dan Baudouin discussed the outstanding Accounts Receivable balance and advised Robin Remy to stay on top of collection activity.

Director LaPidus motioned to accept the October 2010 financials as presented, Director DiBattista seconded the motion, and a roll call vote was held as follows:

Director DiBattista yes

Director Gagliardi yes

Director Granoff yes

Director LaPidus yes

Director Lappin yes

Director MacIver yes

Therefore the motion passed.

5. Economic Development Joint Initiative

Mayor-elect Angel Tavares has formed several subcommittees, with Mark Ryan serving as his transition leader. Dan Baudouin and Laurie White, President of the Greater Providence Chamber of Commerce, will chair the subcommittee on economic development, which will

focus on initiatives such as permitting, taxation, workforce development and marketing. Dan will work on the goal to make our commercial tax rates predictable and competitive, and will recommend real estate incentive programs such as tax stabilization.

Joelle Kanter reported on the October 26th Joint Economic Development Marketing Committee meeting. The discussion included review of printed marketing materials and suggestions to rethink the geographic boundaries. The Committee's next meeting is scheduled for November 23. All DID board members are invited to attend.

Frank LaTorre presented the Vision and Mission Statements developed and adopted by the Downtown Parking Advisory Committee at their October 28, 2010, meeting.

Director Lappin motioned to have the Downtown Improvement District adopt this Vision and Mission Statement, Director LaPidus seconded the motion, and a roll call vote was held as follows:

Director DiBattista yes

Director Gagliardi yes

Director LaPidus yes

Director Lappin yes

Director MacIver yes

Director Granoff abstained

Therefore the motion passed.

The DID is working with Bernard Lebby, City Traffic Engineer, to install a series of signs with the international symbol to direct people to downtown parking facilities.

The DID and the Providence Foundation are working with the Providence Warwick Convention and Visitors Bureau to develop an interactive website devotedly exclusively to information on parking in the downtown. The DID is working with City Parking Administrator Ernie Carlucci to insure coordination with the City's "Parking in Providence" website being developed.

The DID is preparing an RFP to bring in a Public Relations consultant to develop a campaign to introduce the website and the new "Customer Oriented Parking System."

6. Report from the Director of Public Space

Phase III of the RIDOT sidewalk repair program for downtown will focus in the Financial District. Mr. LaTorre reported that Kate Wilson-Hoffman from RIDOT will be at the December 7 meeting of the Westminster/Weybosset Group to detail how plans are moving along to finish the engineer and cost studies such that this project can be

put to bid. The State still advises that funding for the project is in the budget. On another subject, we continue to lobby DPW heavily to get brick sidewalk repair project moving. Mr. LaTorre continues to provide the field survey work for the project to the City as to prioritization of the work to be done. Mismanagement issues in the way the main contractor has dealt with sub-contracting out the brick repair piece has caused numerous frustrating delays. Some repair work has been done. The City says the bulk will be finished in the spring.

There was discussion regarding aggressively pursuing renovations to the train station walkway and parking area. There was also discussion about expanding the Downtown Improvement District to include Capitol Center.

Director LaPidus suggested developing an Event Management Plan to address crowd control and traffic flow.

The Hospitality Resource Partnership (HRP) met November 8, 2010. The City explained what it is doing to advance the HRP initiatives. Mr. LaTorre invited a State Police Underage Drinking and Nightclub Safety Task Force representative to the last HRP meeting. Lt Tella reports on a number of arrests and citations that have been made working with the Providence Police. They are glad to join forces with the HRP as well, according to Lt. Tella.

9. Marketing Report

Joelle Kanter reported on plans to issue an RFP in December 2010 for website redesign. The goal is to have a design firm begin work in February 2011 and the new website functional before the 2011 Summer season.

Maps on the Community Information Kiosks are being revised. New map panels should be installed by year end.

10. Report from Block-By-Block

Frank Zammarelli presented the new Block By Block report format. Mr. Zammarelli's monthly report included narratives and photos explaining Field Observations, Accomplishments, and Initiatives in three categories: Cleaning, Hospitality, and Safety. The report also provided detailed statistics on virtually every task performed by the Block By Block staff.

Dan Baudouin requested that this report be included with the pre-meeting materials sent to Board members.

11. Other business

Director DiBattista talked about the design competition for the new Providence River Pedestrian Bridge and urged the group to visit City Hall where the 11 bridge designs are on display.

Dan Baudouin stated that The Providence Foundation would work with the DID to approach non-taxable property owners and request their voluntary contribution in lieu of an assessment.

A citywide holiday parking program will be finalized soon, offering 2 hours of free on-street metered parking between 10 a.m. and 6 p.m., Monday through Saturday.

12. Adjournment

The meeting was adjourned at 9:55 a.m.

Respectfully submitted,

Robin J. Remy

Accounting Manager, Downtown Improvement District